

A SELF-STUDY EVALUATION
OF THE
C. A. FREDD STATE TECHNICAL COLLEGE
STANDARD VI
LEARNING RESOURCE CENTER(S)
1978

The Learning Resource Center at C. A. Fredd State Technical College is divided into a centralized center and individual department resource centers. Each individual department contains reference books, filmstrips, periodicals, technical information, and tapes. The centralized center contains audio-visual aids such as projectors, records, sound page systems, etc., all of which are made available to each department by using a simple check-out and check-in system. We are in the process of obtaining more audio-visual aids for each department and for the centralized center. All learning resources are available to students between the hours of 7:45 a.m. and 2:30 p.m.

Trade, technical, and professional periodicals; audio-visual aids; reference books; projectors, and technical manuals are easily accessible within the various programs. Quantities of these periodicals and audio-visual aids are purchased as the need arises, and are requisitioned by instructors. Most equipment is the most current type available for its usual application.

Each instructor is qualified to maintain his own learning resource center within the various departments. The centralized center is maintained by the Related Communications instructor who holds a Bachelor of Science Degree with

30 semester hours of graduate study. The instructor is pursuing the required four vocational education courses.

The process through which faculty members make input concerning the selection and purchase of instructional materials and equipment is by submitting requisitions to the dean of instruction. The dean, in turn, helps to determine the need for the instructional materials and equipment. The requisitions are then given to the business manager for processing.

When new materials are purchased for the centralized Learning Resource Center, their availability is made known to the individual instructors, and equipment is checked out when the instructors need a particular item. Should instructors need assistance with demonstration of new equipment, those services are provided. The Learning Resource Center keeps the faculty informed of new acquisitions and availabilities by announcements in faculty meetings and memorandums. Regular print editions of reference volumes are replaced with current editions when new editions are available.

Each individual instructor houses his instructional materials. The business manager inventories the materials, and new materials or replacements are added by requisition as needed. Instructors are asked to check their materials and supplies periodically.

Chart the expenditures of the Learning Resource Center(s) for the past two years.

From STANDARD IV Part 9 A(3)	1975-76	1976-77
Equipment	\$17,199.97	\$6,221.71
Audio-Visual	873.06	3,146.83
Reference Books		
Technical Manuals		
Periodicals	35.42	38.80
Professional Literature		
Facilities		
Other		
TOTALS	\$18,103.45	\$9,407.34

Resource Materials

For the resource collection, complete the following as of the end of the most recent fiscal year ending 1977.

A. Number of volumes held at the end of previous year	<u>274</u>
B. Number of volumes added during year	<u>131</u>
C. Number of volumes withdrawn during year	<u>0</u>
D. Total number of volumes held at end of current year	<u>405</u>
E. Number of reels of microfilm held at end of current year	<u>0</u>

F. Number of physical units or other forms
of microtest held at end of current year

N/A

G. Number of serial titles, excluding dupli-
cates, on order at end of current year

N/A

10. How often are regular print editions of reference volumes replaced
with current editions?

Analysis of Resources

11. Complete this table if resources are in a single central location.

Note: The two columns to the right should be completed after
being coordinated with Question 13 above.

Area - if in a central location	Classification		Percent of total Collection	Percent of total Acquisition
	D.C.	L.C.		
Humanities and General Works	000,100,200 400,700,800	A,B,M, N,P,Z	N/A	
Social Sciences	300,900	C,D,E, F,G,H, J,K,L	N/A	
Physical Sciences including mathematics	500-559	Q-QE	N/A	
Biomedical Sciences	560-599	QH-QR R,S	N/A	
Technology (engineering)	600-609 620-699	T,U,V	N/A	
Unclassified Materials (including unclassified bound periodicals)			N/A	

Learning Resource Materials:

Area - if in departmental or room collections	Number of volumes in collection related to subject	Number of periodicals related to subject area	Volumes not related to subject area	Periodicals not related	Percent of total institution collection	Percent of total institution acquisitions	Location of collection
Auto Body and Fender Repair	9	33	0	0			*CR
Barbering	20	30	0	0			CR
Brickmasonry	4	0	0	0			CR
Carpentry	0	0	0	0			
Commercial Sewing and Tailoring	38	17	0	0			CR
Electricity	1	20	0	0			CR
Plumbing and Pipefitting	4	1	0	0			CR
Radio and Television	27	12	3	0			CR
Related Communications	50	0	0	2			CR
Related Mathematics	30	0	10	5			CR
Sewing Machine Repair	0	0	0	0			
Small Gasoline Engine Repair	45	20	0	0			CR
Stenography	125	229	15	25			CR
Upholstery	3	2	0	0			CR

*Classroom

Multi-media equipment and facilities include:
(check and indicate number available)

		Number
<u>X</u>	Motion picture projectors	<u>2</u>
<u> </u>	Radios	<u> </u>
<u> </u>	Television Sets	<u> </u>
<u>X</u>	Opaque projectors	<u>3</u>
<u>X</u>	Overhead projectors (in each dept.)	<u>15</u>
<u>X</u>	Record players	<u>1</u>
<u>X</u>	Tape recorders	<u>1</u>
<u>X</u>	Projection screens *Portable	<u>1</u>
<u> </u>	Equipment for instruction by television	<u> </u>
<u> </u>	Mechanical copying machines	<u> </u>
<u>X</u>	Listening post with ear phones	<u>1</u> set
<u>X</u>	Portable tables on which to rest and transport equipment	<u>2</u>
<u> </u>	Optical aids	<u> </u>
<u>X</u>	Other (specify)	
	Filmstrip projectors	<u>2</u>
	Slide projectors (carousel)	<u>2</u>
	Super 8 filmloop projector	<u>1</u>
	Sound/Slide projector	<u>2</u>
	Cassettes	<u>2</u>
	Hitachi Sound Projector	<u>1</u>
	Kodak Ektagraphic 120 Movie Projector	<u>1</u>
	Sound Page System	<u>2</u>
	Caramate	<u>1</u>

*Many classrooms have mounted screens.

Complete the following table with regard to availability and use of multi-media materials.

Types of Materials	Number of Titles Owned by or Permanently available to Institution	Number of Titles Rented or Borrowed from Outside Sources During the Most Recent Year	Number of Titles Utilized by Students and Staff from the Learning Resource Center during the Most Recent Year
Motion Pictures	6	13	20
Filmstrips	107		34
Slides	206 sets		
Disc Recordings	30		
Tape Recordings (video/audio)	300 217		14
Models & Training Units	123		
Others (specify)	100		

The method of inventory, purchasing, recording, and distributing learning materials and equipment is the responsibility of the business manager. The inventory is made each year on all equipment. The model and serial numbers are checked as well as the condition of the equipment. Purchasing of the equipment is also done by the business manager after the requisitions are processed. The record of each piece of equipment is recorded on a card which has the date of purchase, name of item, model/serial number, vendor, price, etc. When the business manager receives the learning materials and equipment, they are distributed to those who have requisitioned them.

The effectiveness of the Learning Resource Center is evaluated by faculty's use of the learning resource equipment. Surveys of the learning resource center are used to determine its effectiveness in the areas of the students' motivation, test performance, skill performance, and grades.

Summary Evaluation

1. Strengths

1. Easy accessibility of materials
2. Adequate maintenance

2. Weaknesses

1. More audio-visual aids for individual programs
2. Inadequate housing for centralized resource center
3. We do not have a Learning Resource Center physically, but we do have a centralized location for storing equipment, checking it in and out, etc.

Funds have been requested for a Learning Resource Center for further growth. Audio-visual aids are being budgeted and purchased as funds become available. Each year obsolete equipment is updated.